

**United States District Court  
Western District of Arkansas**

**EMPLOYMENT OPPORTUNITY**

The United States District Court, Western District of Arkansas has an opening for a pro se and death penalty law clerk. The position is full time, and comprised of two separate and distinct duties and responsibilities. The position may be located in Fayetteville, Fort Smith or Texarkana, depending on the candidate selected. The position is available immediately. The position will provide support to three U.S. magistrate judges in prisoner pro se matters and legal assistance to five U.S. district judges in connection with death penalty habeas cases.

The Pro Se Law Clerk provides legal advice and assistance in connection with prisoner petitions and complaints and will be required to perform duties including, but not limited to, the following:

- Perform substantive screening and make recommendations with respect to all in forma pauperis pro se filings. Provide substantive legal review of pro se petitions referred by the Court, this review to include research of issues raised by pleadings.
- Research case law, recommend disposition of motions, draft orders and opinions for the Court's signature.
- Communicate with counsel and pro se litigants regarding handling and progress of cases.

The Death Penalty Law Clerk provides the following legal support:

- Performs legal research and prepares recommendations to the Court, in regard to stays of execution, jurisdiction, scheduling, exhaustion of remedies, discovery, motions for evidentiary hearing, disposition on the merits and certificates of appealability.

To qualify, a candidate must be a law school graduate and have passed the bar examination. Salary range is \$57,508 to \$68,809. A higher starting salary (\$81,823) may be authorized for candidates who possess requisite legal experience and prior federal law clerk experience. The position is eligible for the full range of federal benefits. The selected candidate must successfully complete an FBI records check as a condition of employment.

To apply, submit resume, including education, legal experience and references, law school transcript and writing sample to Christopher R. Johnson, United States District Clerk, Isaac C. Parker Federal Building, Room 1038, 30 S. 6<sup>th</sup> Street, Fort Smith, Arkansas 72901-2437. Applications should be received on or before February 3, 2012.

The Court is an Equal Opportunity Employer.